

BYE-LAWS, RULES, ORDERS,

AND

DIRECTIONS,

FOR THE BETTER GOVERNMENT OF

HIS MAJESTY'S

ROYAL HOSPITAL

FOR

SEAMEN

AT

GREENWICH,

MADE AND CONFIRMED

At Three GENERAL COURTS of the COMMISSIONERS and GOVERNORS of the said HOSPITAL, held at the ADMIRALTY-OFFICE, on the 16th and 18th of *December*, 1775, and 16th of *February*, 1776.

L O N D O N:

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M.DCC.LXXVI.

BYE-LAW & RULES ORDERS

DIRECTOR

ROYAL



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A. THE DIRECTOR OF THE BRITISH MUSEUM
GOVERNOR OF THE MUSEUM
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P A R T



PART I.

The GOVERNOR.

ARTICLE I.

THE Governor is to hold a Council once a week, or oftner if he shall see it necessary, for the good government and discipline of the Hospital.

II.

He is frequently to visit the wards, and see that the Officers do keep good order therein.

III.

He is to receive daily from the Steward, an account of the numbers in diet, and also of such as are absent, or in the Infirmary.

B

IV. He

IV.

He is to appoint Boatswains, and their Mates, having regard in his choice to such as have been Commission or Warrant Officers in the Navy.



The

The LIEUTENANT-GOVERNOR.

A R T. I.

THE Lieutenant-Governor is to assist the Governor, and follow such directions as he shall receive from him for the service of the Hospital; and, in his absence, to perform the functions of his office.

II.

He is to be present at all surveys taken upon the death or removal of any Officer who has been charged with the keeping of stores or provisions belonging to the Hospital, and to see that the said survey be duly executed.

III.

He is to appoint the number of Officers and Pensioners necessary to do the duty of watching, and to settle the course of their duty.

IV.

When the Physician or Surgeon shall certify to him, under their hands, the names of such Pensioners, Servants, or Nurses, as ought to be removed into the infirmary, helpless or private wards, he is to give di-

rections accordingly to the Steward and Clerk of the
Cheque, and to put them out of the diet of the hall :
he is, upon the like notification, to remove them
from thence into such wards as the Phyfician or Sur-
geon fhall think proper, and to excufe them from duty,
for fo long time as they fhall judge advisable for the
recovery of their ftrength.



The CAPTAINS.

A R T. I.

TH E Captains are to assist the Governor and Lieutenant-Governor, and to observe such directions as they shall receive from them, or from their Senior Officer in the Hospital, for the service thereof.

II.

They are to keep lists of the Pensioners, and of their disposition ; and frequently to visit all the wards, and see that good order and discipline be kept therein.

III.

They are, in their turns, to take care that decency and good order be preserved among the Pensioners at their meal-times in the dining-halls.

IV.

They are to see, that all the rules and orders of the Hospital be duly observed, and to represent all such failures or abuses as shall come to their knowledge, to the Governor, or Lieutenant-Governor, and, if need be, to the Council.

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The L I E U T E N A N T S.

A R T. I.

THE Lieutenants are to observe all such orders as they shall receive from their superior or senior Officers in the Hospital, for the service thereof, and see the same duly executed.

II.

The wards of the Pensioners are to be distributed into divisions, and each division put under the charge of a Lieutenant, who is to be accountable for the good order thereof, and for the behaviour of the Pensioners belonging to his division.

III.

They are to visit the wards of their division twice a day, and see that the said wards and cabbins be kept constantly clean.

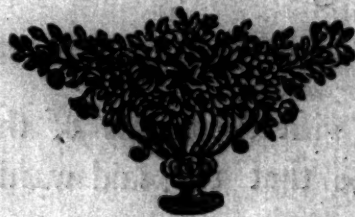
IV.

One Lieutenant, at least, is always to be present in the dining-halls when the Pensioners are at their meals, and so see that good order be kept ; and they are, by turns, to go with the men to the Chapel.

V. They

V.

They are to see, that the Boatswains and Boatswains Mates do their duty; and that the rules and orders of the Hospital be punctually observed in all respects; and to represent all such failures or abuses as shall come to their knowledge, to the Captain upon duty.



The

The BOATSWAINS.

A R T. I.

THE Boatswains shall be lodged in the principal cabbins of the wards which they are assigned to; and they are to march before the Pensioners to and from the Chapel.

II.

They are to attend in the dining-halls while the Pensioners are at their meals, and to keep good order amongst them; and not to sit down to eat until they have done.

III.

They are to mount the guard as often as it comes to their turn, and see that the Pensioners upon guard do the duty required, and that they do not leave the guard until they are relieved; they are also to see that the Centinels be duly relieved, and to give them their orders, before they go on duty.

IV.

The Boatswain of the guard is to visit, and go through all the wards of the Hospital, about mid-

C

night,

night, and see if all the fires and candles are out, and whether all things are safe and quiet ; and to look into all the cabbins, and see which are empty, and take an account of all such, and to carry the said account to the Lieutenant upon duty ; as likewise the names of all Pensioners who come into the Hospital after the ringing of the night-bell, and of such of his guard who shall fail in doing their duty.

V.

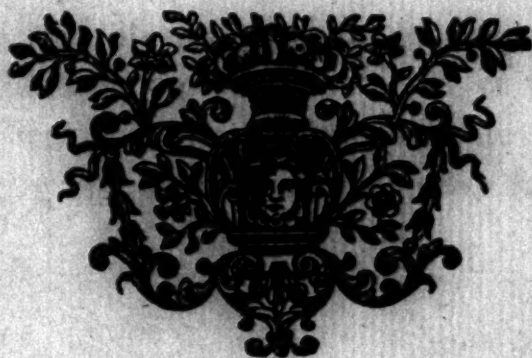
The Boatswains are to keep good order in their respective wards, and to view the chests, bedding, and furniture of the Pensioners once a week, or oftner ; they are to see that the Pensioners be duly shaved, and that they keep themselves clean, and do not daub or spoil their cloathing, or damage the furniture of the Hospital ; as likewise, that they do not smoke in the wards, or bring any provisions there ; and they are to see that the fires and candles be put out in their wards at nine of the clock at night, between *Michaelmas* and *Lady-day*.

VI.

They are to see that all orders, issued out by their superior Officers, be punctually observed, and to inform

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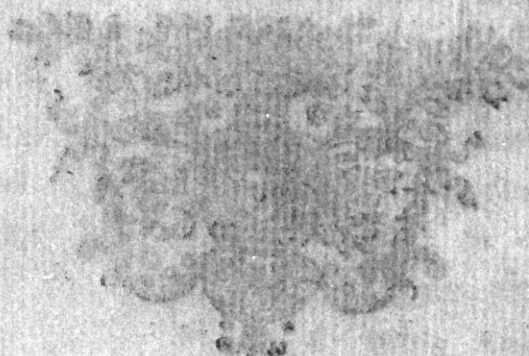
inform the Lieutenant of their division of all things they shall observe amiss, and of any accidents that may happen.



C 2

BOATSWAINS

may happen. I am sure that they shall observe some of our students that know the language of the Indians.



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BOATSWAINS MATES.

A R T. I.

THE Boatswains Mates are to assist the Boatswains in the execution of their duty, and to perform their office in subordination to them.

II.

They are to summon the Pensioners to come upon guard, and to see that the guard-room be kept clean: they are frequently to visit the Centinels on their posts, and if they find any of them faulty, to represent the same to the Boatswain of the guard. When they watch in the works, they are to patrol within the gates of the same, three or four times a night.

P A R T

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ons

1845

BOATSWAIN'S MATE.

A. R. T. I.

The Boatswain's Mate is to assist the Boatswain in the execution of their duty, and to perform their office in subordination to them.

II.

They are to furnish the Boatswain with stores upon board, and to see that the provisions are kept clean: they are frequently to attend the Captain's orders, and if they find any of them to be contrary to the regulations of the service, they are to refuse to obey them. When they watch in the night, they are to attend to the state of the wind, rain, or other circumstances.

P. A. T. I.



PART II.

The TREASURER and RECEIVER-GENERAL.

ARTICLE I.

HE is to collect and receive from time to time all rents and monies, in which the revenue of the Hospital consists, or which shall be payable for the use of the Hospital; and to issue and pay such sums, as by warrant or direction from a General Court, he shall be authorized to do, for the service of the Hospital. ✓

II.

He is to imprest, from time to time, to the Steward and others, such sums of money as the Directors shall order in writing, for necessary disbursements for the service of the Hospital. ✓

III. At

III.

At the first meeting of the Directors in every month, he, or his Deputy, is to deliver to them in writing, signed by himself, or by his Deputy in his absence, a perfect account (in duplicate) according to the annexed Form (N^o) of all monies received and issued by him for the service of the Hospital in the preceding month; specifying the several heads of the revenue from whence they were received; the nature of the several payments, whether towards the discharge of any expences for the household, works, or contingencies; or whether otherwise paid or imprested to particular persons, to whom, and for what purpose; and what sum of money was remaining in his hands at the end of each such month respectively. Which accounts are to be, at all times, vouched by the books of the said Treasurer, as often as either the Board of Directors, or the Commissioners and Governors in a General Court, shall think fit to call for, and compare the same.

IV.

At the end of every year, he is to digest his accounts for that year, in a leidger-book fairly written, stating all his receipts and payments under their proper

proper heads, and to lay the same, signed by himself, together with the proper vouchers, before the board of Directors, for their examination, previous to their being sent to the Auditor, to be finally passed; and he is to let the Directors have copies of the said accounts, and of all others which he may send to the Auditor.

V.

In his absence, his Deputy or Clerk is to attend all meetings of the General Court and of the Directors, there to give satisfaction to, or receive directions from them, in matters relating to his office.

VI.

He, or his Deputy, is to take care that none of the tenants of the estates belonging to the Hospital, in *Greenwich, London*, or elsewhere (where Receivers are not particularly appointed) be suffered to continue above half a year in arrear for rent, without acquainting the Board, and specifying the amount of such arrears, and the reason thereof, so far as the same may have come within his knowledge.

D

He

VII.

He, or his Deputy, is, at the end of every quarter, to apply to the Pay-master of the Navy for an account of the money due to the Hospital for the deductions of six-pence per man per month from the wages of the seamen belonging to His Majesty's ships and vessels which have been paid within such quarter ; and to lay the same before the Directors at their next meeting afterwards.



The

The SECRETARY.

A R T. I.

THE Secretary, or his Deputy, is to attend at all meetings of the General Court, and of the Directors, and to read all papers necessary to be laid before them, and to take minutes of their proceedings; copies of which he is to deliver to all persons concerned, attested under his hand; and,

II.

To take care to have drawn out, and kept together in a book, all contracts made between the Directors and the several Artificers and Tradesmen who serve the Hospital; and to send the said contracts to such Officers of the Hospital as are concerned in seeing them duly performed, that the same may be entered and kept together in the books of their respective offices also.

[illegible][illegible]

The AUDITOR.

A R T. I.

HE is yearly, or oftner as there shall be occasion, to examine, audit, and pass the accounts of the Treasurer and all other Receivers of the rents and revenues of the Hospital; who are directed to lay them, with the proper vouchers, before him for that purpose.

II.

He is to make out and deliver to the General Court or Board of Directors (when required so to do) a particular and exact state of the said accounts; and to report, from time to time, any difficulties which may arise in the examining, auditing, and passing the same.

The

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5

The Board of Directors of the
Hospital for the Insane
has the honor to acknowledge the receipt of your letter of the 10th inst. in relation to the account of the Hospital, and in reply to inform you that the same has been forwarded to the proper authorities for their consideration.

It is a great pleasure and honor to the Board of Directors of the Hospital for the Insane to receive your letter of the 10th inst. in relation to the account of the Hospital, and in reply to inform you that the same has been forwarded to the proper authorities for their consideration.

Yours
The

The CHAPLAINS.

A R T. I.

THE two Chaplains are to officiate monthly by turns.

II.

The hours of prayer are to be daily at ten of the clock in the morning, and at four in the afternoon in summer, and three in the winter; and a sermon is to be preached every *Sunday* morning, and the Holy Sacrament administered at the usual seasons, not less than eight times in each year,

III.

The Chaplains are frequently to visit the sick in the Infirmary; to pray with and comfort them; to administer the Holy Sacrament to such as are in danger of dying, and shall be devoutly disposed to receive it; and to perform Divine Service (twice a week at least) in the room fitted up for that purpose.

IV.

They are frequently to catechize the boys belonging to the Charity, and to instruct them in the principles of the religion of the Church of *England*.

V. They

V.

They are to take care of the furniture belonging to the Chapel, and to see that the Yeoman keeps the Chapel and Vestry clean, and in good order.



The

The M E S S E N G E R.

TH E Messenger is to summon the Governors and Commissioners to the General Courts, and the Directors to their appointed meetings, and to attend at the door at such meetings; and he is to observe all such orders as the Secretary shall signify to him.



THE SECRETARY OF THE
TREASURY
WASHINGTON
D. C.



The CLERK of the Chapel.

THE Clerk of the Chapel is to attend the Chaplains daily at the hours of prayer; to set the psalms, &c. he is also to assist at funerals; and, if necessary, to teach the Charity Boys to sing psalms.



The Church of the Good Shepherd

and I went back to teach the same day.



21 23

The YEOMAN of the Chapel.

TH E Yeoman of the Chapel is to take care to keep the Chapel and pews clean, with the Vestry, and all the furniture belonging to them.

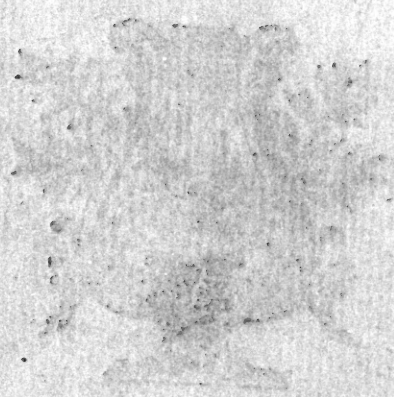


PART

1830

The Y. E. C. M. A. N. of the Gospel.

THE Y. E. C. M. A. N. of the Gospel is to the one
and the same Gospel and the same Gospel is to the
other and the same Gospel is to the other.



PART



P A R T III.

The P H Y S I C I A N.

A R T I C L E I.

NO drugs or medicines are to be served into the Dispensary, but upon demand in writing, signed by the Physician, who is to inspect the same, before they are served in, rejecting such as shall be unfit; and to certify the quantity, goodness, and reasonableness of the price of such as are received.

II.

He is frequently to inspect into the well keeping of the drugs, medicines, stores, and necessaries, to see that such of them, as are provided by the Dispenser, are good of their several kinds; and, if so, to certify the same at the foot of his account of
dis-

disbursements; or to represent what may be amiss to the Directors.

III.

When he finds it necessary for any sick person to be put out of the diet of the Halls, and to be removed into the Infirmary, helpless, or private wards, he is to certify the same, under his hand, to the Governor or Lieutenant-Governor.

IV.

He is to visit the sick as often as occasion shall require, attended by the Dispenser.

V.

He is to appoint in writing, signed by himself, the particular diet for every person in the Infirmary, and send the same to the Steward.

The

The S U R G E O N.

A R T. I

TH E Surgeon is to demand and receive from the Dispenser, as there shall be occasion, such external medicines and other necessaries as are wanting in the Surgery, and also such internal medicines as he shall have occasion to use in chirurgical cases, and to keep the same in his custody.

II.

He is to visit those under his care twice a day, if necessary; and, if any accident happen out of the hours of dressing, to give his assistance when called for.

III.

When he finds it necessary for any person to be put out of the diet of the halls, and to be removed into the Infirmary, ~~helpless~~ or private wards, he is to certify the same, under his hand, to the Governor or Lieutenant-Governor.

IV.

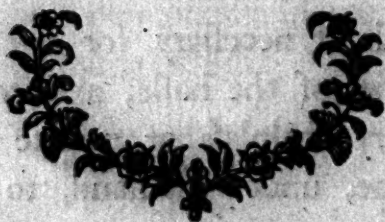
He is not to order any internal medicines, in medicinal cases, if the Physician be within reach, or any Physician to act for him in his necessary absence.

F

V. He

V.

He is once a quarter to make affidavit (according to such form as shall be approved by the Board of Directors) that he hath not issued out any drugs, medicines, stores, or necessaries, but for the sole use of such persons as are maintained upon the foundation of the Hospital and of the families of the Officers thereof residing upon the spot: He is to oblige his Assistants to make affidavits in like manner; and to lay the said affidavits before the Directors at their next meeting.



The

The DISPENSER.

A R T. I.

THE Dispenser is to take charge of the drugs, necessaries, and other stores committed to his keeping, and to make up and dispense the medicines used in the Hospital, and to follow all such orders and directions as he shall receive from the Physician, and also such as the Surgeon shall give him conformable to his own Instructions.

II.

When he receives notice from the Nurse of the ward of any Pensioner being taken ill, he is immediately to visit him, and then to inform the Physician of the nature of the malady, that he may proceed as the case shall require.

III.

He is duly to enter into a book, to be kept for that purpose, the names of such persons, as shall be received in the Infirmary, helpless or private wards, with the times of their admittance and discharge.

IV.

He is to attend the Physician, when he visits the sick in the Infirmary, and carry a book, wherein he is to set down in writing the directions of the said Physician of what is to be given to them, and to serve the same out to them at the appointed hours.

V.

He is not to administer or apply any medicine, either internal or external, nor to issue out any stores or necessaries, without an order from the Physician or Surgeon.

VI.

He is to keep in separate books, or on files, the prescriptions or orders of the Physician and Surgeon, to be inspected as shall be thought fit.

VII.

He is to take care, that there be a sufficient quantity of drugs and medicines constantly in store for the use of the sick men; and to inform the Physician, when any are wanting, that he may give the necessary directions therein.

VIII. He

VIII.

He is to give timely notice to the Physician, before any drugs or medicines are served in, that he may inspect and examine the same.

IX.

He is to return such glasse and pots, as can be saved, to the Apothecaries Hall; to see that the Company charge themselves with the value thereof in their next bills, according to the prices paid them by the Hospital; and to vouch the same on the back of their bills.

X.

He is to give a receipt for all drugs and medicines served into store, to be produced as a voucher to the monthly bills of the Apothecaries Company.

XI.

He is, once a quarter, to make affidavit (according to such form as shall be approved by the Board of Directors) that he hath not issued out any drugs, medicines, stores, or necessaries, but for the sole use of such persons as are maintained upon the Foundation of the Hospital, or of the families of the Officers thereof residing upon the spot, and according to the directions

directions of the Physician or Surgeon, except in cases of necessity where such directions could not be had: He is to oblige his Assistant to make affidavit in like manner; and to deliver such affidavits before the Board of Directors at their next meeting.

XII.

He is, once a month, to lay before the Directors, upon oath, an account of his disbursements in the service of the Infirmary, vouched under the hand of the Physician.



The

The DISPENSER'S ASSISTANT.

A R T. I.

HE is to pound, levigate, and prepare all simple drugs, or medicines.

II.

To compound and make all such compositions and forms of medicines, and to keep such quantities of those medicines in readiness, as shall be ordered by the Physician.

III.

To keep the glassees, gallipots, and all other vessels and utensils belonging to the Dispensary neat, clean, and properly titled.

IV.

To carry all drugs and medicines, that shall be ordered by the Physician or Dispenser, to the several Officers in their apartments.

V.

To obey all such orders as he shall receive, from time to time, from the Physician or Dispenser, relating to the business of the sick.

P A R T

The Dispensing Assistant

A. R. T. I.

It is to prepare, dispense and package all simple drugs or medicines.

II.

To compound and mix all such preparations and to keep such quantities as the physician or pharmacist shall be ordered by the physician.

III.

To keep the scales, galleons, and all other weights and vessels belonging to the Dispensing Department and properly used.

IV.

To carry all drugs and medicines that shall be ordered by the physician or pharmacist to the patient's room in their proper packages.

V.

To obey all such orders as he shall receive from time to time from the physician or pharmacist, and to the extent of his power.

A. R. T.



PART IV.

The STEWARD.

ARTICLE I.

THE Steward is to keep a book containing the names of all persons belonging to the Hospital, with their entries and discharges, and to muster the Pensioners daily, and to cheque the absent out of their provisions.

II.

He is to give timely notice to the Contractors, for their serving in the necessary quantity of flesh and other provisions, according to the musters; and he is to deliver abstracts of the rolls of those in diet to the Cook, Butler, and others concerned in serving out the provisions.

G

III. He

III.

He is to have the custody of all provisions, stores, clothing, furniture, and other necessities served in for the use of the Hospital, and to issue them out according to the rules thereof, or as he shall be ordered by the Board of Directors; taking care that all the Officers, Under-Officers, &c. who have apartments, and are furnished with any moveable goods or furniture belonging to the Hospital, do sign inventories thereof, in a book to be kept for the purpose, obliging themselves, their Executors, &c. to be responsible in case of loss; and that the said goods and furniture be marked with the Hospital mark before they are issued to such Officers, Under-Officers, &c. And he is always to give timely notice to the Clerk of the Cheque, before any goods or provisions are served in, that he may survey the same in conjunction with him, and refuse such as are faulty, and not agreeable to contract.

IV.

He is to lay before the Directors at their meetings, monthly accounts of provisions served in, expended, and remaining; the same being first audited and signed by the Clerk of the Cheque.

V. He

V.

He is to demand and receive from the Contractors, at the time that they serve in any goods or provisions, a bill of particulars, and at the end of each calendar month to set down the said bills in a book, as also his own disbursements, which he is to deliver, within the space of fourteen days at farthest after the end of such month, to the Clerk of the Cheque, with the necessary vouchers, to be audited and signed by him, and then to present the same to the Directors, for their examination and allowance. He is also to keep a cash book (in such form as shall be prescribed by the Directors) of all receipts and payments on the Household account, and to lay the same properly ballanced, and attested by the Clerk of the Cheque, before the Directors at their first, or at latest at their second, meeting in each month.

VI.

He is to inform himself of the market prices of all commodities used in the Hospital, and, at the end of every quarter, to lay an account thereof, in writing, before the Directors.

VII.

At the end of every year, he is to make up a general account of the expence of the said year under each distinct head, as provisions, and great stores of every kind, small stores in general, salaries, medicines, incident Disbursements, and the like; and to lay the same before the Board of Directors, that they may know the yearly expence of each article.

VIII.

He is, in conjunction with the Clerk of the Cheque, to view the old clothes returned from the Pensioners upon their receiving new, and to cause as many of them as are fit, to be converted into every day coats for the boys and helpless people, and to dispose of the rest as he shall be ordered by the Directors.

IX.

When any Pensioners die, he is to take their clothes into his keeping, and get the same scoured, and mended (if needful) for the use of those who shall be admitted in their room.

X. He

X.

He is, once in every month, to send lists of such Pensioners as have been admitted in that time, to the Governors of the Chest at *Charbam*, with the times of their entry, age, and description, to the end that such of them as have pensions from the Chest, may be discontinued from receiving the same any longer.

XI.

He is to demand and receive into his custody, all old linnen, furniture, and utensils of every kind that are unfit for use, upon the delivery out of new, according to the rules of the Hospital, and to keep an inventory thereof in a book; and he is not to dispose of the same, but according to such orders as he shall receive from the Directors, unless where it is otherwise provided in these Instructions.

XII.

He is to deliver to the Officers their full yearly allowance of coals at once from the ship, and not to advance any coals out of the stores to any one, without an order from the Directors.

XIII. He

XIII.

He is to provide the sick persons in the Infirmary, with such diet as the Physician and Surgeon, in their respective departments, shall prescribe in writing; and to supply the Dispenser with materials for water-gruel, milk, &c. and such like liquid nourishment, as the Physician shall direct; taking the Dispenser's receipt: and he is to take care, that the Infirmary be duly provided with coals, candles, smallcoal, charcoal, &c. as the Physician and Surgeon shall demand the same.

XIV.

He is likewise to provide such trusses, crutches, and other instruments for lame or infirm Pensioners, as the Surgeon shall demand in writing, and to issue them accordingly; he is also to cause the same to be repaired and mended, when there shall be occasion, and to receive again into his custody, from the Nurses, such of the said instruments as did belong to those who recover or die.

XV.

He is to deliver out such flannel or old linnen, as shall be necessary, to the Surgeon and Dispenser, upon their demanding the same in writing, and to
take

take their receipts: he is also to deliver to the Matrons, upon their application to him for that purpose, such old linnen, and also such thread, needles, &c. as may be wanting for mending the linnen entrusted to their care.

XVI.

He is to cause the bedding or clothes of such as are unclean, to be shifted and cleaned, when the Physician or Surgeon, in their respective departments, shall advise the same.

XVII.

He is to keep separate accounts of the charge of the Infirmary, and to set down the same under a distinct head in his monthly books.

XVIII.

He and the Clerk of the Cheque are to compare their Leidgers together, at the end of every year, and to sign them reciprocally.

XIX.

He is to attend all meetings of the General Court, and of the Directors, in order to the answering such questions as may be asked him, and receiving their directions.

XX. He

XX.

He is to keep an exact account of what neat butter, what tare, and what the salt in each cask weighs; and lay the same before the Board, at the end of every quarter.

XXI.

He is to take care that all Pensioners and Nurses, who shall be admitted into the Hospital, do, upon their admission, sign a receipt for their clothes and apparel, and a promise not to sell, pawn, embezzle, damage, or carry away any part of the same, upon penalty of making good the full value thereof; a form of which receipt, &c. is to be prefixed to a book to be kept by him for that purpose, and to be read to every Pensioner and Nurse respectively, before they subscribe their names thereunto; and, in case any of them shall desert, he is to pay such reward (not exceeding twenty shillings) as the Council shall direct for apprehending them.

XXII.

He is to attend the receipt of all malt and hops served in; and, in conjunction with the Clerk of the Cheque and Master Brewer, to see that those articles be good and agreeable to contract; and, in such case, to certify the same on the Contractors bills; to see the
said

saïd articles locked up in the Granary and Store-houses, and to keep one of the keys belonging thereto himself.

XXIII.

He is to be present at the delivery of all malt out of the Granary ; and to see the same locked up in the hopper at the Brewhouse, if not ground directly in his presence ; and, when ground, to see the same locked up in the mash-tun till wetted : keeping himself one of the keys belonging to each of those places ; he is also to be present at the delivery of all hops out of store, and to see the same wetted in the copper of wort.

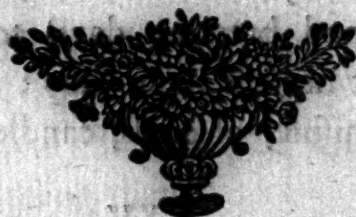
XXIV.

He is frequently to visit the Brewhouse (especially on grinding and brewing days) to see that the Labourers do not neglect their duty ; and that there be no want, or misuse, of coals, candles, or other stores.

XXV.

He is to take an account of the beer furnished to the Officers, in order to their being charged therewith ; at the end of every quarter to lay before the Board of Directors an account (examined and certified by the Clerk of the Cheque) of beer and ale brewed, issued, and remaining in that quarter, together with

a calculation of the musters, reduced to the number of men for one day, according to the annexed scheme (N^o 2), that it may be seen how the expence of the beer which the Butler is directed to deliver in quarterly; agrees with the said musters; and, at the end of each year, to lay before the said Board, (examined and certified in like manner) a state of the whole charge of the brewing, under its different heads; and the price at which the beer comes out per barrel.



The CLERK of the CHEQUE.

A R T. I.

THE Clerk of the Cheque is to assist at all surveys of goods, provisions, or stores of any kind belonging to the Hospital; to keep distinct accounts thereof in books provided for that purpose; and to charge the respective Officers therewith. He is also to keep an account of all moveable goods or furniture belonging to the Hospital, with which the Officers, Under-Officers, &c. who have apartments may be supplied; and to see that they do sign inventories thereof, to be kept in the Steward's office, as directed by the 3d article of the Steward's instructions.

II.

He is to be present at the serving in of all goods, provisions, or stores of any kind, of which the proper Officers are to give him timely notice; and to see that they are in all respects good, and agreeable to contract; and, in such case, to certify the same on the Tradesmen's bills, without which they shall not be entered in the books for payment.

III.

He is also to be present, upon like notice from the respective Officers, at the issuing of all goods, provisions, or stores; and to note the expence in his books: and he is, at the end of every year (or oftner if required) to ballance in his books the accounts of all sorts of stores and provisions in the custody of the said Officers; that it may appear to the Board of Directors what has been expended, and what remains.

IV.

He and the Steward are to compare their Ledgers together at the end of every year, and to sign them reciprocally.

V.

He is to keep an exact account of the entries and discharges of all Officers, Pensioners, Servants, and Nurses belonging to the House. He is to be present at the daily musters made by the Steward; as likewise at the pay of the subsistence money to the Pensioners, and to keep cheque along with him upon such as are absent; and to certify his monthly account of cheques and mulcts, as well as the sums paid to those who appear at their musters.

VI. He

VI.

He is likewise to muster daily the Artificers and Labourers employed on day-work in the Hospital, and to keep exact accounts of their attendance, according to the method hereunto annexed, (N^o 3.) that he may be able to comptrol the monthly books thereby. And he is to take care, that neither the Artificers nor Labourers serving in the works, nor those allowed to do other labour about the Hospital, be employed on any private service, or on any other than the publick works thereof.

VII.

He is to muster the men at Chapel as often as the Governor, (or the Commanding Officer in his absence) shall think necessary; and to lay the names of such as are absent without cause before the Council.

VIII.

At the end of every month, he is to demand, and receive, from the Steward and Clerk of the Works, their books of accounts of expence for the said month; and carefully to examine and audit all the bills set down therein. He is to see that no more stores or provisions be charged than have been actually served in, and that no works of any kind be brought to account

count, but such as have been performed in pursuance of orders from the General Court or Board of Directors, excepting however such repairs as shall be done in the extraordinary cases mentioned in the 3d article of the Clerk of the Works Instructions, and shall afterwards be allowed of by the said Board ; and that the prices of all contract goods be set down according to the contracts, and the whole duly vouched ; And he is to make out, and keep in his office, copies of the said books.

IX.

And for the better enabling him to judge of the performance of all works brought to account, and to give satisfaction to the Board therein, he is to view himself, (as often as possible) and to be an eye-witness of, all works done by Carpenters, Joiners, Smiths, Bricklayers, or any other Artificers or Labourers employed in the works of the Hospital ; he is to attend at all admeasurements of works, and to see that they have been duly performed, and that they are properly brought to account ; and to take care that no days works be allowed or brought to account, but what have come regularly under his inspection.

X. And

X.

And whereas no Artificer or Tradesman is to deliver any materials or stores used in the buildings to any person, without an order from the Surveyor or Clerk of the Works in writing, setting forth the demand both in quantity and quality, and as nothing of that kind is to be entered in the books of Works, but in pursuance of such vouchers; he is to have regard thereto in the examination of the said books.

XI.

In all extra works, or reparations, which are performed by estimate, he is to see that the said estimates be not exceeded, but to give immediate notice to the Board of Directors when such excess begins, that they may give order about it.

XII.

He is to receive from the Secretary attested copies of all minutes made by the General Court or Board of Directors, which he is to enter in a book to be kept for that purpose; he is also to enter in like manner all contracts which shall be sent to him for that purpose by the Secretary.

XIII. He

XIII.

He is to attend all meetings of the General Court and of the Directors; in order to the answering such questions as may be asked him, and receiving their directions.

XIV.

He is to examine and comptrol the several cash accounts of the Hospital, (reporting his observations thereupon to the Board of Directors;) and annually to deliver to the Auditor a rental of all the estates belonging thereto.

XV.

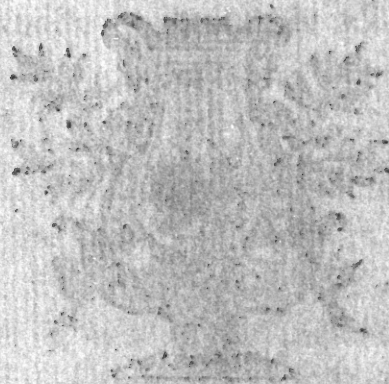
He is to be present at the receipt of all malt and hops, and to see the same locked up in the Granary and Storehouses, and to keep one of the keys of those places himself; he is also to be present at the delivery thereof out of the Granary and Storehouses; to see the malt locked up in the hopper or mash-tun, and the hops wetted as prescribed by the 22d and 23d articles of the Steward's Instructions; to certify the goodness of those commodities agreeable to the first of those articles; and to examine and certify the accounts of beer and ale brewed, issued, and remaining, and also the annual charge of the brewing, which

which the Steward, by the 25th article of the said Instructions, is directed to lay before the Board of Directors.



[27]

which the Steward, by the article of the Bill
Instructions, is directed to lay before the Board of
Directors.



The MASTER BREWER.

A R T. I.

HE is constantly to reside at the Brewhouse, and never to be absent without leave of the Governor or Commanding Officer.

II.

He is to receive into his charge, in presence of the Steward and Clerk of the Cheque, all the coppers, brewing-vessels, and other utensils belonging to the Brewhouse, as likewise coals, candles, brooms, and other stores delivered to him from time to time for the use of the same; all which he is to take proper care of, and to see that they are not improperly used; and, if he finds any of them unfit for use, deficient in quantity or quality, or not duly and properly delivered, he is to represent the same to the Board of Directors.

III.

He is to attend the receipt of all malt and hops, and to assist the Steward and Clerk of the Cheque in examining and judging of the goodness thereof; and, if he finds the particulars answerable to contract and

the quantity corresponding with the bills of parcels, he is to certify the same on the back of the said bills; without which, and a similar certificate from the Steward and Clerk of the Cheque, they shall not be entered in the books for payment.

IV.

He is to take care, that the malt and hops be securely lodged in the Granary and Storehouses appointed for that purpose, and to keep one of the keys of those places himself, in order that no waste, embezzlement, or damage may happen to those articles; and to see that the whole be duly applied to the service of the Brewhouse, and managed with frugality and good husbandry.

V.

He is to take care of seasonable times for brewing, and that the beer be good, sound, and wholesome, and of such a standard as shall be settled and ordered by the Board of Directors; and never to wet either malt or hops but in the presence of the Steward and Clerk of the Cheque.

VI. He

VI.

He is to be charged with all the beer and ale in the Brewhouse, and to attend himself, or cause some of his people to attend, at the proper places, and at the hours appointed for the purpose, to see the same issued; locking up the cocks afterwards and keeping the keys in his possession, in order the better to secure the beer and ale from embezzlement; and taking from the Butler a daily receipt for the amount of such issues.

VII.

He is, at the end of each month, to deliver to the Steward and Clerk of the Cheque an account of the beer and ale brewed in that month, to be checqued by the accounts taken, from time to time, by them; and also an account of what shall have been issued as well to the Officers, as to the people in the Dining-halls, to be checqued by the Officers demands and Butlers daily receipts; after which the remains at the Brewhouse are to be examined and compared by the Steward and Clerk of the Cheque, with the remains there should be according to the said monthly accounts; and the difference, if any, (with what
in

in their opinion may have been the cause of it) reported to the Board of Directors.

VIII.

He is to keep a particular account, agreeable to the annexed form (N^o 4.) of the expence of malt, hops, coals, &c. and of the produce of beer, ale, yest, and grains; and at the end of each quarter, to lay the same before the Board of Directors, after it shall have been signed by himself and examined and certified by the Steward and Clerk of the Cheque; and to take care that such account be so exact as that he may safely vouch it upon oath, if required.

IX.

He is to take care that all the casks used for beer be marked (besides the mark of the Hospital) by a sworn Gauger on the head; shewing the contents in gallons, Winchester measure.

The

The MATRONS.

ART. I.

THE Matrons are to have the Nurses within their respective divisions under their direction, and to see that they perform their duty ; for which purpose they are to be daily in the wards, and to inspect into their behavior ; and when any of them are sick, to take care that others do perform their work.

II.

They are to have the care and keeping of the sheets and pilowbeers of the Pensioners, within their respective divisions, and to deliver the same out clean to the Nurses, taking their receipts ; and, at the stated times of change, they are to receive back the foul linnen from the Nurses, giving them receipts in like manner.

III.

They are to deliver the foul linnen, (after being examined, and mended, if necessary, by the Nurses) to the proper person to be washed ; keeping account of the sorts and quantity ; taking a receipt upon the delivery ; and giving the like upon the return thereof.

IV. They

IV.

They are to apply to the Steward for such old linnen, thread, needles, &c. as shall be necessary for mending the linnen, who is directed to supply them therewith.

V.

They are to inform him of such linnen as shall be lost by the Nurses, in order that he may lay the matter before the Council, and receive their directions for deducting the value thereof from their wages; but the Matrons are themselves to repay the worth of what shall be lost through their own neglect.

VI.

The Matron appointed to the Infirmary is daily to visit the several wards thereof, to inspect the behavior of the Nurses, and to see that the sick people be duly attended and supplied with the diet prescribed by the Physician and Surgeon in their respective departments; and she is to take care to have the rooms, bedding, and curtains kept clean and well aired, as often as it can be done, without inconvenience to the sick.

P A R T



PART V.

The COOKS.

ARTICLE I.

THE Cooks are to receive the flesh meat, cut into proper pieces, from the Butcher, or Contractor for Butcher's meat; (the same being first weighed in the presence of the Steward) and to dress it.

II.

They are to receive weekly from the Steward, such quantities of salt, spices, and other necessaries of the like nature, as shall be answerable to their occasions, in proportion to the number of people to be fed.

III.

They are to divide the messes equally, and dish out the meat and broth at the hours appointed, and to serve the same out at the usual places.

K

IV. They

IV.

They are to keep the Kitchens and Larders clean, and all the utensils employed therein, and to observe good husbandry in the expence of fire, and wear of the utensils committed to their custody.



The

The BUTLER.

A R T. I.

THE Butler is to have in his custody, the table-linnen, candlesticks, and vessels used for drinking at meals in the Dining-halls, with which he is to stand charged by inventory, and to be accountable for any loss.

II.

He is to clean the drinking vessels twice a day, and to cause them to be scoured once a month, according to the contract, or oftner if necessary; and he is to deliver the foul linnen to the proper person to be washed.

III.

He is to demand and receive daily from the Baker, the quantity of bread which the Steward shall direct in writing, and to place the same upon the tables.

IV.

He is daily, at the hours appointed and usual places of delivery, to receive from the Brewer or person employed by him, the allotted quantity of beer, and ale on festival days, for the persons en-

titled thereto, according to their respective allowances; and to serve the same upon the tables; giving the Brewer each day a receipt for the quantity issued, and, at the same time, sending an account thereof to the Steward and Clerk of the Cheque, that they may thereby cheque the Brewer's account.

V.

He is to receive from the Steward, the allowance of butter and cheese, and to serve the same out at proper times; and, once a quarter, to deliver to the Board of Directors, upon oath, the amount of the waste, which may have arisen in issuing out the same.



The

The SCULLERY-MAN.

A R T. I.

THE Scullery-man is to have the custody of all the dishes, plates, and other vessels used in the Dining-halls for meat or broth, with which he is to stand charged by inventory, and to be accountable for any loss.

II.

He is to bring what dishes shall be wanted every day into the Kitchen, and to set the plates upon the several tables, and to carry the dishes and plates away after every meal.

III.

He is to clean the dishes and other vessels daily, and to scour them monthly, or oftner if required, according to his contract.

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The PORTER.

A R T. I.

THE Porter is to shut and open the gates at the times appointed, and to carry the keys to the Governor, or Commanding Officer in his absence; unless otherwise ordered by them.

II.

He is to keep beggars, vagrants, and children out of the Hospital; and not to suffer any cattle, horses, carts, or carriages of any kind, to come in, (but such as are employed in the service of the Hospital, or are belonging, or coming, to any of the Officers residing therein) without permission first obtained from the Governor, or the Commanding Officer in his absence, for that purpose.

III.

He is to see that the House Labourers do keep the public stair-cases, courts, and passages clean; not to suffer any water to be carried out of the Hospital without leave of an Officer; and to wind up the clocks daily, or as often as they require it; unless the

the last mentioned service shall be otherwise provided for by the Board of Directors.

IV.

He is to attend the Board of Directors at their several meetings at *Greenwich*; and to summon the Officers to Council, and attend them also.

V.

He is to be civil and respectful to strangers, and to shew such parts of the Hospital, as are usually shewn, to those who desire to see it; and he is to account once a month, upon oath, for the gifts received from strangers for seeing the Hospital; the same being applied towards the maintenance of the Charity Boys, except such reasonable allowance for his trouble, as shall be thought proper.

VI.

He is to keep the grass-plots and gravel-walks clean and in good order, and to lay his account of disbursements therein before the Board of Directors; unless they shall think fit to employ any other person to perform that service.

The

The NURSES.

ART. I.

THE Nurses are to observe and follow all such directions as they shall receive from the Matrons in their respective divisions.

II.

They are to take care of the wards allotted to them; to make the beds of such Pensioners as are not able to do it themselves; to sweep and clean the rooms; empty, wash, and scour the vessels; and to air the bedding at the times appointed.

III.

They are to receive from the Matrons the clean sheets and pillowbeers belonging to the beds of their wards, and to return the foul to them, giving and receiving receipts; and they are to take notice, that if any linnen under their charge is lost through their neglect, the Steward is to deduct the value out of their wages, (according to such directions as he shall receive from the Council) when he makes up the quarterly books.

L

IV. They

IV.

They are to mend all the wearing and other linnen used in the House, under the Inspection of the Matrons, and to apply to them when they want any old linnen, thread, needles, &c. to mend the same.

V.

When any of the Pensioners belonging to their wards are taken ill, or receive any hurt, they are immediately to acquaint the Dispenser, or Surgeon, with it, as the nature of the case may require.

VI.

No Nurses are to be ordered into the Infirmary, but such as shall be approved by the Physician and Surgeon in their respective departments: the said Nurses are to take charge of the cloathing of the sick and hurt Pensioners, and to be answerable for the same to the parties, if they recover, or to the Steward if they die; as also for the crutches, trusses, and such like instruments, belonging to the lame or infirm Pensioners, which they are to bring to the Steward, when the party either dies or recovers; and if any Nurse shall accept of any thing by gift or will from any sick or helpless Pensioner under her care,
she

she shall be expelled, or suffer such other punishment (consistent with the rules of the Hospital) as the Council shall think fit.

VII.

They are to prepare and dress the water-gruel, milk, and such kind of liquid nourishment, in the rooms of the Infirmary, according as the Surgeon or Dispenser shall direct them, in their different departments.

VIII.

They are to wash the surgery clothes, and to return the same clean to the Surgeon.

IX.

Nurses appointed to the Infirmary, helpless or private wards, are to follow such orders as they shall receive from the Physician, Surgeon, or Dispenser; and they are not to be removed from thence without a complaint from the Physician or Surgeon, or for transgressing the rules of the Hospital.



P A R T VI.

The SURVEYOR of the WORKS.

A R T I C L E I.

THE Surveyor of the Works is to cause fair plans and elevations to be drawn, from time to time, of all buildings proposed to be taken in hand, and to lay the same, signed by himself, together with an estimate of the expence thereof, before the Board of Directors; and not to cause any new work to be begun upon without receiving their orders, or the orders of the General Court, as the nature of the case may require.

H.

He is not to make any alteration in, or addition to, any building already finished, or ordered to be begun

begun upon, without first laying a plan and estimate of the expence thereof, signed by himself, before the Board of Directors, with his reasons for such alteration or addition; and afterwards receiving their orders, or the orders of a General Court, as before mentioned.

III.

He is to receive from the Clerk of the Works, an account of what repairs, or other necessaries, are wanting from time to time for the service of the Hospital, with an estimate of the expence; and to consider the same, and report to the Board of Directors, what is fit to be done therein; and he is to lay before the Board half-yearly an account of the amount of the several works and repairs performed at each Officer's apartment, &c.

IV.

He is to give directions, that all the works be performed in a good and substantial manner, and to give strict orders that no unnecessary expence be made, by using a greater quantity of materials than is needful for the service, and that all convenient dispatch be made with the works in hand; and if he
meets

meets with any neglect or delay, to acquaint the Directors therewith.

V.

He is to examine and enquire, whether the Contractors employed about the buildings and repairs, do deliver their goods, or perform their work agreeable to their contract; and if he finds any neglect, or bad performance, to acquaint the Directors therewith.

VI.

He is, before the end of every quarter, to see what works can be regularly brought to account in that quarter, and to give directions for admeasuring the same, that they may be laid before the Directors at their first or second meeting after each quarter-day; taking care to attend himself at such admeasurements, and to see that the works are properly brought to account.

VII.

All plans, estimates, and orders of the General Court or Directors, for any works to be done, are to be signed by the Secretary, and then sent to the Clerk of the Cheque, who, after taking a copy of the same, is to deliver the originals to the Clerk of the Works, in order to his seeing the said works duly performed.

The

The CLERK of the WORKS.

A R T. I.

THE Clerk of the Works, in conjunction with the Clerk of the Cheque (to whom he is to give timely notice) is to inspect all materials and stores brought in for the use of the works, and to see that they be good and agreeable to contract; to receive into his charge such of them as are for store; and not to issue them out without orders from the Board of Directors.

II.

He is, once a quarter, to lay before the Board of Directors the current market-price of all materials and work, which they have agreed for by contract; that they may make such use thereof, as shall be for the advantage of the Hospital.

III.

He is not (under penalty of making the same good out of his salary) to order any works or repairs of any kind to be done to any lodging, apartment, or other conveniencies in the occupation of any per-

M

son

son belonging to the Hospital, unless the party entitled ~~therein~~ shall have previously applied in writing to the Board of Directors, setting forth the particulars of the things wanted to be done; and, in case the said Board shall judge their request reasonable, he is to prepare and deliver to the Surveyor an estimate of the expence thereof, under the different heads, according to the annexed scheme (N^o 5.) and, when such works and repairs shall be ordered to be done and the estimate shall have been entered and returned to him by the Clerk of the Cheque, he is to cause the same to be entered also in a book to be kept for that purpose, and to shew the same to the Artificers and Tradesmen; letting them know that they will not be allowed any thing beyond the amount thereof; and to take care accordingly that nothing more be brought to account; and to produce the orders for performing the said works or repairs, together with the original estimates and the book in which the same are entered, as vouchers, when any accounts of works are to be examined by the Board of Directors.

Neither is he to cause any other works or repairs to be proceeded upon, but by order of the General Court or Board of Directors; and when he shall think

think any such necessary to be done, he is to deliver an account thereof, with an estimate of the expence, under the different heads as before-mentioned, to the Surveyor, for his previous consideration and report: and when the same shall be ordered to be done, and the estimate shall have been entered by the Clerk of the Cheque, he is to enter the same also, and to shew it to the Artificers and Tradesmen, &c. as above directed.

In extraordinary cases, however, such as bursting of pipes, cracks of lead, and other unforeseen accidents, (by which, if not speedily repaired, the Hospital may suffer damage) he is immediately to cause the necessary repairs to be done; giving notice thereof to the Clerk of the Cheque, and laying the particulars thereof before the Board at their next meeting afterwards, together with an account of the expence, or an estimate thereof if such account cannot be obtained.

IV.

He is to take care that no repairs or jobs be done upon any building, or household goods whatsoever at the expence of the Hospital, that are not the property thereof; and that no alterations be made in the wards or apartments without the orders of the Ge-

neral Court or Board of Directors, as the nature of the case may require.

V.

When any estimated work is ordered to be done, he is diligently to observe the progress thereof, and restrain the Workmen within due bounds; he is to measure the said work from time to time, (if needful) and calculate the expence as it goes along; and, if he finds the charge going to exceed the estimate, he is to stop the work, and to lay an account thereof before the Directors at their first meeting, with the reasons of the excess and what farther expence will be necessary to finish it.

VI.

When any estimated work is finished, he is to lay before the Directors an exact account of the expence of the said work, and the difference between the same and the estimate.

VII.

He is, in conjunction with the Surveyor and Clerk of the Cheque, to admeasure, once in every three months, so much of the works as come under measure, and to bring the same to account in the first books

books, that the Artificers and Tradesmen's bills may come the sooner into course of payment.

VIII.

He is to keep separate accounts of the distinct parts of every building; and, when any part is finished, to lay a full account of the charge thereof before the Directors.

IX.

He is to enter all bills for stores served in, or workmanship or labour performed, into monthly books, and to lay the same before the Directors (being first audited by the Clerk of the Cheque, to whom he is to deliver it for that purpose within the space of fourteen days at farthest after the end of each month) with the bills and vouchers, and also the plans, estimates, and orders for proceeding on the said works; and, at the end of every book, he is to subscribe the following certificate, viz.

THESE are to certify, That the workmanship charged in this book was performed in workmanlike manner, and the materials delivered and used, as is therein mentioned; that the materials were good, and every way fit for the service

vice they have been applied to; and that the rates and prices charged for both, are either according to the contracts subsisting, or (if not in contract) were the reasonable current prices at the times the particulars were finished. Witness my hand this

X.

He is to attend at all meetings of the General Court and Board of Directors, and to lay before them, in writing, such matters as are proper for their knowledge.



The



PART VII.

GENERAL RULES.

ARTICLE I.

IF any Officer, or other, shall lose any of the goods provided for his use by the Hospital, the Steward is to acquaint the Directors therewith; that they may order the value thereof to be deducted out of his wages.

II.

All Officers, and others, who are provided with moveable goods from the House, shall sign an inventory of the same, which is to be kept by the Steward, and a duplicate given to the Clerk of the Cheque.

III. IF

III.

If any locks, keys, or other furniture, provided by the Hospital, shall be damaged, or panes of glass wilfully broke by any persons belonging to the Hospital, the damage shall be made good at their charge, or the value deducted from their wages.

IV.

No Officer, or other person, shall dispose of their allowances of coals, or other stores, or carry them out of the Hospital; but, if any remain at the end of the year, the same shall be saved, and so much less in proportion served to them the succeeding year.

V.

No Officer, or other, shall cause any alteration to be made in his apartments or lodgings without order of the General Court or Board of Directors; upon penalty of having the same re-instated at his own expence.

VI.

No Officer, belonging to the Hospital, shall be in any manner, directly or indirectly, concerned or interested in any contracts of the Hospital, nor in any benefit

benefit or advantage whatsoever which may arise thereby.

VII.

All persons, who lay out money upon incident charges in the service of the Hospital (if they have not a settled allowance for it) shall make affidavit of the truth of the same at the bottom of the account which they deliver thereof to the Board of Directors; without which the same shall not be allowed.

VIII.

When any Officer, who has the charge of stores, provisions, or any sort of goods belonging to the Hospital, in his custody, shall leave his employment, or die, a survey is to be taken, by the Steward and Clerk of the Cheque, in presence of the Lieutenant-Governor or senior Officer, and of the person who succeeds into that office, of all the goods remaining; and the same are to be delivered over to the said successor by inventory signed by the surveying Officers; and the Clerk of the Cheque is to enter the same into his books (as also all the goods or furniture supplied afterwards) as a charge upon the person so succeeding, and to deliver a copy thereof to the Board of Directors.

N

And

And if he finds any deficiency in the inventory so left, he is to represent the same to the said Directors; in order to their taking such measures, for indemnifying the Hospital for the loss, as shall be proper.

IX.

At the end of every year, (if the Board of Directors shall think it necessary) the Steward and Clerk of the Cheque are to take a general survey of all the furniture and stores of every kind belonging to the Hospital (except such as are in the Officer's apartments) under the inspection of the Lieutenant-Governor or Commanding Officer in his absence, and to see how the same agrees with the just ballance, and report the difference, if any, to the Board of Directors; and, whenever there may be occasion to take a particular survey upon any provisions or stores of any kind, such provisions or stores, though found unfit for use, are not to be thrown away or destroyed, unless the said Board, to whom a report of the state of them is first to be made, shall so order and direct.

X.

All such Officers of the House as are allowed stationary wares, are to make a demand thereof, in writing

ting, to the Board of Directors; and, if allowed, to acknowledge the receipt of such stationary wares upon the back of the said demand, as a voucher to the Stationer's bill.

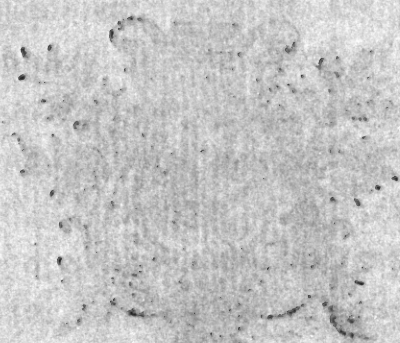


N 2

ORDERS

123

the right of the Government to the
land of the said demand, as a reward to the
said.



ORDER

N 2

ORDERS *for the regulating and better governing the* PENSIONERS, NURSES, *and* SERVANTS *of His Majesty's Royal Hospital for Seamen at Greenwich.*

A R T. I.

THE Pensioners shall daily be present at prayers in the Chapel, at the hours appointed, and signified by the bell; none shall be excused from this duty, but such as have leave to be absent, or are in the Infirmary, or helpless or private wards, or can give a satisfactory account for not being able to do so; and every other absentee shall forfeit six-pence for the first default, one shilling for the second; and if, after that, found incorrigible, expelled. And, for the better discovery of such defaulters, musters shall be made at the Chapel immediately after Divine Service or Sermon, as often as the Governor or Commanding Officer in his absence, shall think proper; and the names of the absentees are to be laid before the Council of the Hospital at their next meeting, for their proceeding thereupon.

II. Whoever

II.

Whoever shall be found drunk in the Chapel, shall, for the first offence, be mulcted one month's money, and suffer one month's confinement; for the second offence, that punishment shall be doubled; and, for the third, such person shall be expelled the Hospital, or receive such other punishment as the Council shall think fit.

III.

Whoever shall be guilty of blaspheming the name of God, or of unlawful and rash oaths, cursings, execrations, drunkenness, uncleanness, lying, or other scandalous actions, in derogation of God's honour, and tending to the corruption of good manners, shall be punished by mulct, confinement, suspension, or expulsion, as the nature of the case shall require and the Council shall think fit.

IV.

None shall presume to quarrel with his superior Officer, upon pain of such mulct and confinement, as the Council shall appoint; nor to strike any such Officer, upon pain of expulsion.

V. None.

V.

None shall quarrel or fight in the Hospital, nor use reproachful or provoking speeches tending to make any quarrel or disturbance; nor be rude or unmannerly to any stranger, upon pain of such mulct and confinement or other punishment, as the offence shall deserve and the Council think proper.

VI.

No Pensioner, upon guard, shall presume to go off upon any pretence whatsoever, 'till he be regularly relieved; nor sleep on his post, while Centinel, upon pain of such punishment, by mulct, confinement, or otherwise, as the circumstances of the case shall require and the Council judge proper.

VII.

None shall absent themselves from the Hospital without leave, upon pain of such mulct and confinement, or other punishment, as the Council shall think fit; and, if they do not return within a fortnight after their first absenting, they shall then be made run upon the books of the Hospital.

VIII. None

VIII.

None shall receive any person into their cabbins to lie with them, or be there at unseasonable hours; nor frequent any house of ill repute; nor bring scandalous men or women into the Hospital; nor keep company with whores, rogues, or persons reputed to be such; nor converse with any man or woman who shall have been expelled the Hospital; nor be longer out of their cabbins at night, than shall be allowed by the rules of the Hospital; upon pain of such punishment, by mulct, confinement, expulsion, or otherwise, as the circumstances of the case shall require and the Council shall adjudge.

IX.

All pilfering, theft, and robbery, shall be punished by expulsion, or otherwise, as the Council shall think fit.

X.

None shall sell, pawn, exchange, or purloin any of their clothes, linnen, or bedding, or those of their fellows, nor any thing belonging to the Hospital; nor wilfully damage the same, upon pain of such punishment, by mulct, confinement, expulsion, or
other

other punishment, as the nature of the case shall require, and the Council appoint.

XI.

None shall presume by any means to defile or deface, or wilfully damage any part of the Hospital, or any thing belonging thereto; nor ease themselves in any other place or places than those appointed for the same; upon pain of such mulct, confinement, or other punishment, as the Council shall judge proper.

XII.

None shall presume to beg of any person, either within or without the Hospital, whether under the notion of shewing the Hospital to strangers or any other pretence whatever; upon pain of being mulcted one shilling for the first offence; two shillings for the second, with confinement at the discretion of the Council; and being expelled, or receiving such other punishment, for the third, as the Council shall think fit.

XIII.

None shall presume to smoke tobacco, but in the places allowed for it; nor to carry their drink or any part of their diet into their cabbins; nor to have

O

any

any fire or candle a-light after the hour appointed; under penalty of being mulcted six-pence for the first offence; one shilling for the second; and receiving such farther punishment for the third, as the Council shall think proper.

XIV.

None shall presume to sell any wine, brandy, or other strong liquors, either within or without the Hospital; upon pain of expulsion.

XV.

None shall presume to sell any part of the beer or of the other provisions allowed them by the Hospital, but to the Steward, or the person deputed by him to buy the same, for the benefit of the Charity Boys; upon pain of being mulcted one shilling for the first offence; two shillings for the second; and receiving such further punishment for the third, as the Council shall judge proper.

XVI.

If any Pensioner or Nurse shall marry, after being admitted into the Hospital, such Pensioner or Nurse shall immediately be discharged from the same.

XVII. 16

XVII.

If any Pensioner, Nurse, or Servant find cause to complain of the quantity or quality of their provisions or of the stopping thereof, or of their weekly allowance-money or wages; or of any thing else allowed them by the establishment of the Hospital; such Pensioner, Nurse, or Servant shall quietly make the same known to the Commanding Officer on the spot, who is to lay the matter before the Council, that they may apply a proper remedy thereto without delay: But no Pensioner, Nurse, or Servant, shall, upon such or any other pretence whatsoever, privately or publickly attempt to raise any disturbance in the Hospital, or presume to spread or utter any false or injurious reports reflecting upon the honour and justice of the government of the same; upon pain of expulsion, or such other punishment as the Council, upon due consideration of the circumstances of the case, shall judge it to deserve.

XVIII.

Whosoever shall be privy to the commission of any of the aforesaid crimes or misdemeanors, and shall not, in one day's time after the commission thereof, discover the same to the Commanding Officer

cer on the spot, shall be liable to the same punishment as the offender, and undergo the same accordingly, or such part thereof, as to the Council, upon examining into the case, shall seem proper.

XIX.

None shall presume to break the confinement imposed upon them by the Council; upon pain of expulsion, or such other punishment as the Council shall think fit.

XX.

The Council may order such as are guilty of any misdemeanors or disorders, whether the same be mentioned in the foregoing articles or not, to wear a yellow coat or some other badge or token of their offence, and to do the business of a Scavenger if there be occasion; they may likewise confine them to a diet of bread and water for such offences, and for so long a time as they think fit; during which they shall dine at a separate table in the Hall, where they may be best seen by the other Pensioners.



FORMS of ACCOUNTS

REFERRED TO

In the preceding Part of this Book.

Greenwich Hospital, } An account of money received and issued
 of 17

*A. H.*D^R.

17

	£	s.	d.
Ballance of last Account -	30000	0	0
2d. Received of the Treasurer of the Navy, on } account of Seamen's Sixpences, - - - }	2000	0	0
5th. ——— of Messrs. <i>W.</i> and <i>S.</i> on account } of the Derwentwater estate, - - - }	5000	0	0
	<u>37000</u>	<u>0</u>	<u>0</u>

by *A. H. esq;* Treasurer, between the and

Per Contra,

CR.

£ s. d.

17

15th. Paid the amount of six months books of household accounts, works, and contingencies, ending on the of
viz.

Household accounts, - - - - -	25000	0	0
Works, - - - - -	2000	0	0
Contingencies, - - - - -	300	0	0
	<hr/>		
	27300	0	0
Ballance - - -	9700	0	0
	<hr/>		
	37000	0	0

State of the Ballance, viz.

Imprested to Mr. <i>A. B.</i> the Steward, as } per last account, - - - - -	2000	0	0
to D ^o on the Infant, - - - - -	1000	0	0
	<hr/>		
	3000	0	0
Mr. <i>B. C.</i> Butcher, on the Infant,	500	0	0
Mr. <i>C. D.</i> Joiner, on the	100	0	0
Mr. <i>D. E.</i> Bricklayer, on the	50	0	0
	<hr/>		
	3650	0	0
Cash in the Treasurer's hands	6050	0	0
	<hr/>		
	9700	0	0

An account of Beer and Ale for the quarter ending

Beer

DR.

	Barrels.	Gallons.
To remains in the Brewhouse by the last account, - -	496	0
Brewings in this quarter - - - - -	2281	0
Savings in ditto, - - - - -	21	27½
Total	2798	27½

Ale

DR.

To remains by the last account - - - - -	36	0
Brewed in this quarter - - - - -	36	0
Total	72	0

the of 17

Per Contra,

CR.

	Quarts.	Barrels.	Gallons.
By 161760 men mustered for a day at 2 each	- -	2246	24
— 3558 sick, at 1 each	- -	24	25½
— Boys	- -	73	14
— Officers	- -	114	0
Remains	- -	340	0
Total		2798	27½

Per Contra,

CR.

By allowance to Pensioners on the of		
(being a festival) who are not included in the musters		
above-mentioned	28	25
Allowance to the sick that day	0	8
— Boys and their Nurfs	0	19
— Officers, Servants, &c.	0	16
Broke into Beer	5	0
Waste by working	1	4
Remains	36	0
Total	72	0

Form of keeping the Journal of the musters of the Artificers
for the month of

Day men from

<i>Bricklayers.</i>	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
A. B.							:							:					
C. D.							:							:					

<i>Labourers.</i>																			
E. F.							:						:						
G. H.							:						:						

N. B. Here is also to be specified where the said persons were employed;

and Labourers employed on day work in Greenwich Hospital,

17

J. T. Bricklayer.

20	21	22	23	24	25	26	27	28	29	30	31	Number of Days employed.	Total.
							!					13 $\frac{1}{2}$	
							!					13 $\frac{1}{2}$	27

							!					13 $\frac{1}{2}$	
							!					13 $\frac{1}{2}$	27

on what works ; the number of days on each ; and the materials used.

Account of Malt, Hops, Coals, Candles, Mops, Brooms, Bavins, &c. delivered.

and

Time when.	
Qrs. Malt.	
Ɔ Hops.	
Batls. Coals.	
Ɔ Candles.	
Nº Moſs.	
Nº Birch Brooms.	
Nº Bavins.	
Nº Hair Brooms.	
Nº Ballast Baskets.	
Nº Pails.	
Nº Piggins.	
Nº Duſt Bruſhes.	

N. B. In this account the month and day of the month on which the respective

and of Beer, Ale, Grains, and Yeast produced in

Quarter, 17

Time when.	Beer. Barrels.	Ale. Barrels.	Grains. Qrs.	Yeast. Gallons.	

articles abovementioned were delivered, &c. are to be specified.

<i>When ordered.</i>	<i>Where the Work ordered is to be done.</i>	<i>Bricklayer.</i>	<i>Carpenter.</i>	<i>Mason.</i>	<i>Plumber.</i>	<i>Smith.</i>	<i>Brickmaker.</i>	<i>Sandman.</i>
		<i>l. s. d.</i>	<i>l. s. d.</i>	<i>l. s. d.</i>	<i>l. s. d.</i>	<i>l. s. d.</i>	<i>l. s. d.</i>	<i>l. s.</i>
17	At the							
	Governor's apartments - -	2 10 0	1 5 0	0 10 0	- -	0 14 0	- -	-
	Lieutenant-Governor's ditto -	0 15 0	- -	- -	- -	2 10 0	- -	-
	Roof of Queen Ann's building	- -	2 10 0	- -	7 10 0	- -	- -	-
	Queen's ward - - - -	- -	- -	- -	- -	0 6 0	- -	-
	Royal Charlotte's ward - -	- -	- -	- -	- -	- -	- -	-
	Water-pipes in the Park - -	- -	- -	- -	4 10 0	- -	- -	-
	Footways in Great Square - -	- -	- -	7 18 0	- -	- -	- -	-
	East Colonnades - - - -	- -	- -	1 5 0	1 8 0	- -	- -	-

<i>Sandman.</i>	<i>Limeman.</i>	<i>Joiner.</i>	<i>Painter.</i>	<i>Plasterer.</i>	<i>Glazier.</i>	Total.
<i>l. s. d.</i>	<i>l. s. d.</i>	<i>l. s. d.</i>	<i>l. s. d.</i>	<i>l. s. d.</i>	<i>l. s. d.</i>	<i>l. s. d.</i>
- -	I O 3	2 IO O	5 O O	7 IO O	O I5 O	2I 14 3
- -	- -	I 5 O	3 O O	4 IO O	- -	12 O O
- -	- -	- -	- -	- -	- -	IO O O
- -	- -	O I5 O	- -	- -	- -	I I O
- -	- -	2 5 O	- -	- -	- -	2 5 O
- -	- -	- -	- -	- -	- -	4 IO O
- -	- -	- -	- -	- -	- -	7 18 O
- -	- -	- -	- -	3 IO O	- -	6 3 O
						65 II 3

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Date		Description		Amount	
1911	Jan 1	Balance		100.00	
1911	Jan 15	Received from A. B.		50.00	
1911	Feb 1	Received from C. D.		25.00	
1911	Mar 1	Received from E. F.		75.00	
1911	Apr 1	Received from G. H.		100.00	
1911	May 1	Received from I. J.		150.00	
1911	Jun 1	Received from K. L.		200.00	
1911	Jul 1	Received from M. N.		250.00	
1911	Aug 1	Received from O. P.		300.00	
1911	Sep 1	Received from Q. R.		350.00	
1911	Oct 1	Received from S. T.		400.00	
1911	Nov 1	Received from U. V.		450.00	
1911	Dec 1	Received from W. X.		500.00	
1911	Dec 31	Total		2500.00	



PART VIII.

ORDERS, &c. relating to the
POOR BOYS taken, or to be taken,
into the Royal Hospital for Seamen
at Greenwich.

ARTICLE I.

THE present number of Boys is to consist of
one hundred and forty, subject to such increase
or diminution as the Board of Directors shall think
fit.

II.

No Boys shall be admitted to the benefit of this
Charity, but the sons of

Seamen slain, drowned, or dead ;

Pensioners in the Hospital ;

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Seamen

Seamen minuted at the Admiralty to be admitted
as Pensioners ;

Seamen disabled, past their labour, or who are
otherwise objects of charity ;

of which they are to produce proper testimonials, to
the satisfaction of the Board of Directors.

III.

No Boys shall be admitted under eleven, or above
thirteen years of age ; to be proved by certificate
of the Minister of the parish where the Boy was
baptized, or by such other reasonable proof as shall
be satisfactory to the Board of Directors ; nor shall
any be continued in the Hospital longer than three
years.

IV.

No Boys shall be admitted who are in an ill state
of health, or blind, crooked, or lame, or under any
sort of incapacity of body or mind to answer the
end of this Charity ; and in order to prevent im-
position herein, the Physician and Surgeon shall care-
fully examine them, and certify their condition under
their hands.

V.

No Boys shall be admitted who cannot read.

VI. The

VI.

The nomination of Poor Boys shall be in the Directors, each naming a Boy in his turn, subject to the qualifications above-mentioned ; certificates of which are to be produced, and the Boy to be seen by the Board, at the time of nomination.

VII.

Before any Boy is admitted, the Parents or next Relations shall give sufficient security to the Board of Directors, that he shall be at their disposal ; and that they will indemnify the Hospital if he should run away with the clothes, instruments, or other things belonging to the same.

VIII.

If any Boy shall get in by false testimonials, or other indirect means, upon discovery thereof, he shall be stripped of his clothing, and turned out of the Hospital, and never be re-admitted.

IX.

A register shall be kept by the Steward, and another by the Clerk of the Cheque, of all Boys ad-

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mitted

mitted upon this foundation, and of the disposal of them, according to the form hereunto annexed.

X.

The allowance of diet to each Boy, for every day in the week, shall be as follows, *viz.*

Four ounces of bread, and one ounce of cheese to each Boy for breakfast; and five ounces of bread, and one ounce of cheese for supper, every day; and, for dinner on

Sunday, Five ounces of bread, and half a pound of roast mutton.

Monday, Five ounces of bread, one ounce of butter, and milk-pottage.

Tuesday, Five ounces of bread, and half a pound of mutton with broth.

Wednesday, Five ounces of bread, one ounce of butter, and milk-pottage, with sugar-sufficient.

Thursday, Five ounces of bread, and half a pound of beef with broth,

Friday,

Friday, Five ounces of bread, one ounce of butter, and pease pottage.

Saturday, Five ounces of bread, one ounce of butter, and water-gruel, with sugar and currants sufficient.

Beer, a quart every day, viz. half a pint at breakfast, a pint at dinner, and half a pint at supper.

XI.

The clothing of the Boys, as well linen as woollen, shall be the same in quality with that of the Pensioners; and the Boys be new clothed as often as the Board of Directors shall think fit. And each Boy shall have an every-day jacket and serge waistcoat, made out of the Pensioners old clothes, as often as needful; and an Irish ram-skin pair of breeches once in two years.

XII.

Each Boy shall have a clean shirt, neck, and pair of hose once a week; pillow-case once a month; and towel as often as necessary.

XIII. The

XIII.

The Boys shall lie in hammacoes, and the bedding to each Boy be, *viz.*

One flock bed and pillow,
Two chequered pillow-cases,
Two blankets,
One rug.

XIV.

The Boys Wards shall be supplied with mops, brushes, brooms, and other stores, in the same manner as the Pensioners Wards are supplied.

XV.

The Boys shall eat all together at a table, at such place as shall be assigned for that purpose, which shall be furnished with clean cloths twice a week, and provided with knives, forks, wooden platters, trenchers and piggins; and pewter-spoons, salts and drinking pots, as there shall be occasion.

XVI.

The Physician and Surgeon shall take the necessary care of the health of the Boys, and of their Guardian and Nurses; and an exact account shall be

be kept of the medicines they are supplied with, and the same laid before the Board of Directors at the end of every year, attested by the Physician and Surgeon, with the value, which shall be repaid to the House out of the charity-stock.

XVII.

An additional Nurse shall be allowed to the Hospital for every thirty Boys, to be warranted and appointed by the same authority that the other Nurses are; but the designation of the particular Nurses for the service of the Charity Boys shall be in the Governor.

XVIII.

The Nurses, appointed to the Charity Boys, shall have 15*l.* a year each for wages; with a gown, coat, provisions, bedding, and all other stores, together with money for washing their linen, in the same manner as the Nurses of the Pensioners.

XIX.

The duty of the said Nurses shall be as follows, *viz.*

1. To take charge and care of, and be accountable for, all the stores and furniture, each of her respective Ward, or part of a Ward.

2. To

2. To be likewise charged with, and accountable for, their respective Boys wearing-apparel, both linen and woollen; and to keep their linen and hose in constant good repair.

3. To comb the Boys heads frequently with small toothed combs, and to keep them clean from all sorts of vermin; to see they comb their own heads with great toothed combs, and wash their hands and face every morning before they go to School, and their feet every *Saturday* night before they go to bed; and that each put on a clean shirt, neck, and pair of hose every *Sunday* morning.

4. To make the beds of such Boys as shall be unable to do it themselves; and be careful to observe whether any do wet, foul, or otherwise damage their bedding, or any thing else belonging to them; and, if they do, to acquaint the Steward with it.

5. To acquaint the Physician or Dispenser when any Boys happen to fall sick, or have contracted any distemper; and the Surgeon, or one of his Assistants, when any chance to be hurt; and to take proper care of them until they are removed into the Infirmary, according

according to the directions given for that purpose by the Physician or Surgeon.

6. To be at table with the Boys at meal-times, the senior Nurse at the upper end, and the other at the lower; and to distribute to them their provisions in the established proportions.

7. To acquaint the Steward, from time to time, when any of the Boys apparel, bedding, or necessaries, or the stores in their Wards, want to be changed or repaired, and to apply to him as there shall be occasion, for what may be needful to mend their linen and hose.

8. To take notice of any of the Boys who shall be guilty of lying, cursing, or swearing, or any other prophaneness, immorality, or ill-behaviour, and to acquaint the Guardian therewith, in order to their being properly corrected for the same. And,

Lastly, To be very sober and circumspect in their own behaviour, and not fail of going to Chapel, at least every *Sunday*.

XX.

The Chaplains of the Hospital are to cultivate in the Boys the principles of religion and morality, and

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give

give them such instructions therein as they think proper; and each of the Boys is to be allowed a bible and common-prayer book bound in one, which he is to be permitted to take with him when bound out.

XXI.

The Clerk of the Chapel, or such other person as shall be thought more proper, shall be appointed to teach the Boys psalmody, with such salary as shall from time to time be judged sufficient; and he shall employ the space of two hours in that service every *Wednesday* and *Friday* evening after school-time, between *Lady-day* and *Michaelmas*, and an hour in those evenings between *Michaelmas* and *Lady-day*; and as much on the evenings of *Sundays* throughout the year; unless it shall be otherwise ordered by the Board of Directors.

XXII.

A discreet person shall be appointed, by the Board of Directors, Guardian of the Boys, with a salary of 10 *l. per annum*, whose duty shall be to take care of them; and to attend them to and from School twice every day, at the school hours, except *Sundays* and *Holidays*; on which days he is to attend them to
and

and from Chapel; and no Boy is to be excused from either (except in case of sickness) upon any pretence.

XXIII.

The said Guardian shall be present always in the Hall when the Boys are at dinner, and keep them in good order; and, when they return from School in the evening, see that they spend a convenient time in their Ward, to perform their tasks against next morning.

XXIV.

The senior Boy shall, in the presence of the Guardian, and the rest of the Boys, read the *Lessons* and *Psalms of the day*, with a prayer or two, every night before they go to bed; and a short prayer in the morning before they come down; and, on *Sundays* and *Holidays*, the Guardian shall take care that some of the Boys do, out of church-time, read chapters alternately in the bible.

XXV.

A person, properly qualified, shall be appointed by the Board of Directors School-master to the Boys, with such salary as they shall judge proper, who is to take care that all the said Boys be kept constantly at

School, and to teach them writing, arithmetick, and navigation in the following manner, *viz.*

1. The four first fundamental rules in arithmetick, with the rule of three, practice, and the extraction of the square and cube-roots.
2. Plain trigonometry, geometrically, arithmetically and instrumentally, in all the various cases of rectangles and oblique triangles.
3. Plain sailing; namely, the working of traverses, and the application of plain triangles to oblique sailing; and the doctrine of currents, together with sailing by middle latitude.
4. *Mercator's* sailing.
5. The usual methods for finding the golden number, epact, and moon's age, and time of southing; as also the times of high-water at any port.

XXVI.

If any Boy, after six months trial, proves incapable of learning, the Master shall acquaint the Board of Directors with it, that they may dispose of him as they think proper, in order to make room for another.

XXVII. IF

XXVII.

If any Boy prove of an untoward, vicious and incorrigible behaviour, the Master shall acquaint the Board of Directors therewith, in order to the expulsion of such Boy ; and no Boy expelled, shall ever be re-admitted, but by order of the Board of Directors.

XXVIII.

At the end of each year, the Master shall bring all the Boys to be viewed by the Directors, at their meeting at *Greenwich*, with specimens of their respective performances ; and he is to deliver to the Directors a list of such of them as shall be then fit to be bound out.

XXIX.

No Boy shall be bound out to serve in any way but that of a Seaman, and none shall be so bound out but by order and approbation of the Board of Directors, or any two of them who may be nearest at hand ; and every Boy when bound shall be enrolled by the Clerk of the cheque in the Lord Mayor's court for the city of *London*.

XXX. In

XXX.

In the putting out of the Boys, regard shall be had to bind out such as are best qualified, to substantial Commanders using the southern navigation, for the better improvement of their talents, and becoming able Seamen and good artists; and to that end the School-master is, from time to time, to report to the Board of Directors the names of the Boys who are so qualified.

XXXI.

Every Boy, upon being bound out, shall be fitted by the Clerk of the cheque, with the clothes and other necessaries here-under mentioned; the same to be done in such manner, as that the charge thereof may not exceed the sum of 7*l*. and the Steward shall defray that expence out of the charity-stock, *viz.*

- One suit of Yorkshire drab cloth;
- One suit of blue cloth, same as the Pensioners clothes;
- Three cotton chequed shirts;
- Three soofee handkerchiefs;
- Two pair of yarn stockings;
- One pair of worsted stockings;

Two

Two pair of shoes;
One hat;
One woollen cap;
A suit of flock bedding;
A chest;

together with the books and instruments he made use of in the School.

XXXII.

The Steward shall provide, from time to time, the provisions, clothing, stores, and other necessaries, for the Boys, the Guardian and Nurses, under the inspection of the Clerk of the cheque, and according to the orders of the Board of Directors.

XXXIII.

The Steward shall pay the Guardian, Nurses, and all other persons employed about the Boys, or having any allowances out of their stock, their salaries, wages, and allowances quarterly; but he is not to pay any other money on account of this charity, but by order of the Board of Directors.

XXXIV. The

XXXIV.

The funds appropriated for the support of this charity, shall not be charged with any expence, but what shall properly belong to it.

XXXV.

The Steward is to keep a true state of the charity stock, by way of debtor and creditor, and to charge therein all receipts and issues under proper and distinct heads; and he is to lay the same, being first examined and attested by the Clerk of the cheque, with the proper vouchers, before the Board of Directors, at the end of each month or oftner, if they think it necessary; and also at the beginning of each year a general account of such receipts and payments (examined and attested in like manner) for the year preceding, and the overplus money, if there be any, shall be laid out in such of the publick funds, and in the name or names of such person or persons, in trust for the benefit of the said charity, as the said Board shall think fit.

XXXVI.

If the Guardian, Nurses, or Clerk of the Chapel do negligently acquit themselves of their respective duties,

duties, the persons offending shall be liable to such forfeiture of wages, or other punishment, as the Board of Directors shall think proper.

XXXVII.

No Boy shall be suffered to go without the Gates of the Hospital, (except to School, or to their usual play-places with the Guardian) without leave, by ticket, from the Governor, Lieutenant-Governor, or the Commanding Officer; which ticket such Boy is to shew to his Guardian, or to any body that shall ask him for it.

XXXVIII.

No Officer, or other person belonging to the Hospital, shall employ any of the Boys in going on errands, or upon any other business whatsoever.

XXXIX.

The School-master shall be made acquainted, from time to time, by the Guardian, with such faults and misdemeanors, as any of the Boys may have been guilty of, who shall either admonish or punish them, according to the nature or degree of the fault.

[illegible]

To whom bound.	Of what Ship Commander.	Burthen.	Of what Place.	What Trade he uses.

8

h
ons

[131]

1841	1842	1843	1844	1845
1846	1847	1848	1849	1850



